

IC 12-20-5.5

Chapter 5.5. Poor Relief Standards

IC 12-20-5.5-1

Processing of applications; nondiscrimination

Sec. 1. (a) The township trustee shall process all applications for poor relief according to uniform written standards and without consideration of the race, creed, nationality, or gender of the applicant or any member of the applicant's household.

(b) The township's standards for the issuance of poor relief and the processing of applications must be:

- (1) governed by the requirements of this article;
- (2) proposed by the township trustee, adopted by the township board, and filed with the board of county commissioners;
- (3) reviewed and updated annually to reflect changes in the cost of basic necessities in the township and changes in the law;
- (4) published in a single written document, including addenda attached to the document; and
- (5) posted in a place prominently visible to the public in all offices of the township trustee where poor relief applications are taken or processed.

As added by P.L.51-1996, SEC.20.

IC 12-20-5.5-2

Standards; content

Sec. 2. (a) Standards for the administration of poor relief must contain the following:

- (1) Criteria for determining poor relief eligibility.
- (2) Minimum requirements of township trustee accessibility.
- (3) Other information as needed, including the following:
 - (A) Township office locations, hours, and days of availability.
 - (B) Initial eligibility criteria.
 - (C) Continuing eligibility criteria.
 - (D) Workfare requirements.
 - (E) Essential and nonessential assets.
 - (F) Available resources.
 - (G) Income exemptions.
 - (H) Application process.
 - (I) Countable income.
 - (J) Countable assets.
 - (K) Wasted resources.

(b) Standards for the administration of poor relief must exclude a Holocaust victim's settlement payment received by an eligible individual from countable assets and countable income.

As added by P.L.51-1996, SEC.20. Amended by P.L.128-1999, SEC.25.

IC 12-20-5.5-3

Adequate access ensured; telephone number; office

Sec. 3. (a) The township trustee shall ensure adequate access to poor relief services, including a published telephone number in the name of

the township.

(b) A poor relief office, if separate from the township trustee's residence, must be designated by a clearly visible sign that lists the:

- (1) township trustee's name;
- (2) availability of poor relief assistance; and
- (3) poor relief office's telephone number.

The sign must conform to all local zoning and signage restrictions.

As added by P.L.51-1996, SEC.20.

IC 12-20-5.5-4

Scheduled hours of township trustee

Sec. 4. (a) This section does not apply to a township trustee who has assisted less than fifty-one (51) households during each of the two (2) years immediately preceding the date of the township trustee's annual report under IC 12-20-28-3.

(b) To ensure minimum accessibility, a township trustee operating a poor relief office in a township with a population of at least ten thousand (10,000) shall provide scheduled office hours for poor relief and staff each office with an individual qualified to:

- (1) determine eligibility; and
- (2) issue relief sufficient to meet the poor relief needs of the township.

(c) To meet the requirements of subsection (b), the township trustee shall do the following:

- (1) Provide poor relief office hours for at least fourteen (14) hours per week.
- (2) Provide that there is not more than one (1) weekday between the days the poor relief office is open.
- (3) Provide for after hours access to the poor relief office by use of an answering machine or a service:
 - (A) capable of taking messages; and
 - (B) programmed to provide information about poor relief office hours.
- (4) Respond to a telephone inquiry for poor relief services not more than twenty-four (24) hours, excluding Saturdays, Sundays, and legal holidays, after receiving the inquiry.
- (5) Post poor relief office hours and telephone numbers at the entrance to each poor relief office.

As added by P.L.51-1996, SEC.20.

IC 12-20-5.5-5

Inclusion of standards governing provision of basic necessities

Sec. 5. The township's standards for the administration of poor relief must include all applicable standards governing the provision of basic necessities, including maximum amounts, special conditions, or other limitations on eligibility, if any have been established for one (1) or more basic necessities.

As added by P.L.51-1996, SEC.20.

IC 12-20-5.5-6

Income standards

Sec. 6. (a) A township trustee shall set income standards for the township that provide for financial eligibility in an amount consistent with reasonable costs of basic necessities in the trustee's particular township.

(b) A township trustee may not consider a Holocaust victim's settlement payment received by an eligible individual when setting income standards under this section.

As added by P.L.51-1996, SEC.20. Amended by P.L.128-1999, SEC.26.